
OVERVIEW

If a child must be removed from their home, preference must be given to placement with a relative. In addition to placement preference, when a child is removed from their home, federal and state laws allow for relatives to participate in the case and have contact with the child. Caseworkers must identify and provide notice to all adult relatives that a related child is in foster care. Ongoing efforts to identify, locate, and engage relatives is an expected part of case planning and permanency.

Note: For an Indian child, extended family members, as defined by the law or custom of the Indian child's tribe, may be included as relatives for placement purposes; see [NAA 215, Placement/Replacement Priorities for Indian Child\(ren\)](#).

SCOPE

The policy requirements described in this item apply to children's protective services, juvenile justice, foster care (MDHHS and private child placing agency caseworkers) and licensing (MDHHS and private child placing agency certification workers). Multiple program types may overlap during the lifetime of a case; therefore, it is recommended the caseworker with primary case management responsibility at the time the policy directive is required is responsible for completing the task unless otherwise specified or agreed upon by assigned program staff.

DEFINITION OF RELATIVE

A relative is defined as an individual who is at least 18 years of age and related to the child by blood, marriage, or adoption, as grand-parent, great-grandparent, great-great-grandparent, aunt or uncle, great-aunt or great-uncle, great-great-aunt or great-great-uncle, sibling, stepsibling, nephew or niece, first cousin or first cousin once removed, and the spouse of any of the above, even after the marriage has ended by death or divorce.

Note: Step relationships for the relationship types listed above are included as relatives for placement purposes.

A stepparent, ex-stepparent, or the parent who shares custody of a half-sibling is considered a relative for the purpose of placement. Notification to the stepparent, ex-stepparent, or the parent who

shares custody of a half-sibling is required as outlined in [FOM 722-03, Placement Selection and Standards](#).

Note: A sibling's adopted parent is not considered a relative.

A child may also be placed with the parent of a man whom the court has found probable cause to believe is the putative father if there is no man with legally established rights to the child. A placement with the parent of a putative father is not to be construed as a finding of paternity or to confer legal standing on the putative father. MCL 712A.13a(1)(j).

DILIGENT SEARCH AND NOTIFICATION PROCESS

The relative search **must begin prior to the child's removal** from the home and **continues** until legal permanency for the child is achieved or case closure for a youth with a permanency goal of another planned permanent living arrangement (APPLA). Caseworkers must pursue the identification and notification of relatives and document the initial and ongoing efforts in the investigation report and **each** case service plan.

Relative Search Forms

[DHS-991, Diligent Search Checklist](#), must be used to ensure comprehensive search efforts.

[DHS-987, Relative Documentation](#), is a mandatory form used to document the name, address, telephone number, results of American Indian heritage inquiry, and relationship of every relative identified. Caseworkers must document all relative search contacts on the DHS-987, Relative Documentation.

Note: Children's Protective Services (CPS) caseworkers must upload the DHS-987, Relative Documentation, into MiSACWIS prior to case transfer.

[DHS-990, Relative Notification Letter](#), must be sent to all relatives upon identification. The DHS-990 includes a Relative Response and Relative Information attachment. The Relative Response portion allows the relative to indicate whether they would like to be

considered for placement and/or support for the child. The Relative Information attachment allows the relative to provide the contact information of other relatives who may have an interest in becoming a resource for the child. The caseworker must contact any new relative that is identified, within five business days from receipt of this form (or any other form of contact).

Documentation

Upon receipt or completion, all relative search forms must be uploaded to the *Document* hyperlink under *Case Overview* in MiSACWIS.

RELATIVE PLACEMENTS

When children are placed in out-of-home care, preference must be given to placement with a relative. Safety assessments, safety planning (when appropriate), and background checks must occur for all unlicensed homes prior to placement. Caseworkers must discuss the items listed below with the prospective relative caregiver to help determine if the relative is willing and able to meet the child's needs.

- Case service plan for the child and parents.
- Permanency goal and concurrent permanency goal.
- Needs of the child.
- Safety plan (when appropriate).
- Financial benefits; see [FOM 722-12, Financial Supports](#).
- Expectations and process of foster home licensure.
- Liability protection under the Reasonable and Prudent Parent Standard; see [FOM 722-11, Prudent Parental Standard and Delegation of Parental Consent](#).
- Available support and resources; see [DHS-Pub-114, Relative Caregiving: What You Need to Know](#), in this item.
- [DHS-Pub-843, Foster Care Provider Handbook](#).

Emergency Relative Placements

An emergency relative placement is defined as an initial placement made by CPS or a subsequent placement made by a supervising agency when a child has experienced an unplanned placement disruption or is placed in an unrelated home on an emergency basis and there is an **immediate** need for a placement resource.

Emergency relative placements are made based on the results of the MDHHS-5770 Relative Placement Safety Screen. The MDHHS-5770 **must be completed prior to an emergency placement**; see *Relative Placement Safety Screen* in this item for more information.

Prohibited Emergency Placements

Emergency placement is **prohibited** if:

- A caregiver or an adult household member has a **felony conviction** for any of the following:
 - Child abuse/neglect.
 - Spousal abuse.
 - A crime against a child or children (including pornography).
 - A crime involving violence, including rape, sexual assault, or homicide.
 - Physical assault or battery in the last five years.
 - A drug-related offense in the last five years.
- A caregiver or any adult member of the household has been adjudicated or convicted of a sexual offense **and** is required to register as a sex offender.
- A caregiver or an adult household member is listed as a perpetrator of abuse or neglect on Central Registry.

Emergency Placement Denials

Relatives who meet all the requirements on the MDHHS-5770 except for Central Registry history are **not** disqualified from placement consideration. Placement may be made upon Central Registry removal, amendment, or expunction and director approval of the DHS-3130A; see *Central Registry Removal, Amendment, or Expunction*, and *Relative Placement Home Study*, in this item for more detail.

The DHS-3130A may be completed prior to a child's initial placement by CPS to ensure placement resources are available.

If CPS denies placement with a relative caregiver and the child is placed in an unrelated/licensed foster home, then the foster care caseworker must review the denied MDHHS-5770 with their supervisor to determine if placement would be appropriate upon further assessment via the DHS-3130A. The result of this review must be documented in the initial case service plan.

If further assessment is warranted, the DHS-3130A must be completed within 45 calendar days of removal. If the placement recommendation on the DHS-3130A is approved, the child must be placed with the relative. All placement change criteria must be followed; see [FOM 722-3D, Placement Change](#).

Subsequent or Planned Placements

Caseworkers must complete a MDHHS-5770 for **all** adult relatives who express an interest in placement, within five business days of the relative's written request for placement consideration.

If the relative meets the requirements on the MDHHS-5770, then they must be fully assessed on the DHS-3130A **prior to placement**; see *Relative Placement Home Study* in this item, for timeframes for completion.

Note: Relatives who meet all the requirements on the MDHHS-5770 except for Central Registry history are **not** disqualified from placement consideration. Placement may be made upon Central Registry removal, amendment, or expunction and director approval of the DHS-3130A; see *Central Registry Removal, Amendment, or Expunction, and Relative Placement Home Study*, in this item for more detail.

Relative Placement Priority

Priority must always be given to placing children with siblings and/or with relatives; see [FOM 722-03, Placement Selection and Standards](#). When a child is placed with a licensed/unrelated caregiver and an appropriate relative is available for placement, then consideration must be given to whether a placement change to the relative's home would be in the child's best interest. Caseworkers must review **all** placement selection criteria to make this determination. If placement with the relative is determined to be in the child's best interest, then the caseworker must follow all

placement change policy outlined in [FOM 722-03D, Placement Change](#).

Multiple Relatives Interested in Placement

If multiple relatives express an interest in placement, caseworkers are encouraged to hold a family team meeting (FTM) with the immediate family and all the interested relatives to allow the group to determine who would be best suited for placement and to explore different ways in which the other members can provide support and remain actively involved.

If the group can come to a consensus, then only the agreed upon relative needs to be assessed on the MDHHS-5770 and the DHS-3130A. If the group is unable to come to a consensus and multiple relatives continue to request placement, then **all** interested relatives must be assessed on the MDHHS-5770 and, if approved, must also be assessed on the DHS-3130A.

Maintaining Contact when Placement is not an Option

Relatives who are not considered for placement are encouraged to maintain contact in other ways, which include but are not limited to:

- Supervising parenting time.
- Transporting the child to appointments, visitation, etc.
- Attending school programs, athletic events, etc.
- Visits, phone calls, and letters.

Out-of-State Relative Home Study Requests

If an out-of-state relative requests placement consideration, then the caseworker **must** request a home study to be completed through ICPC; see [ICM 130, Interstate Foster Care Procedures](#).

The caseworker must document the date the out-of-state home study was requested and any follow-up contacts in the case service plan until the home study is received.

CLEARANCES

Identity

The identity of the prospective caregivers must be verified. Any document or collateral contact that reasonably establishes the caregiver's identity must be accepted. Examples of acceptable verification of identity include, but are not limited to:

- Driver's license.
- U.S. Passport.
- State-issued identification.
- School-issued identification.
- Birth certificate/record.
- Identification for health benefits.
- Voter registration card.
- Wage stub.

Collateral Contacts

If documentary evidence is not readily available, use a collateral contact to verify identity. A collateral contact is a direct contact with a person, organization, or agency to verify information from the client.

Prior CPS Investigations

Prior CPS history must be reviewed for all prospective caregivers prior to placement. The assessment is completed on the MDHHS-5770 and the DHS-3130A and includes the following information:

- The length of time since last investigation and any services that were provided to rectify the problem(s).
- If services were provided, determination as to whether the individual(s) benefitted and completed services successfully.
- Any risk factors that may impact the safety of the child and describe the protective interventions that are needed or currently in place.

Director approval is required when a placement is made with a prospective caregiver who was confirmed as a perpetrator on a prior CPS investigation; see *Relative Placement Safety Screen* or *Relative Placement Home Study* in this policy for details.

Central Registry

All relative caregivers and adult household members must have a Central Registry check completed prior to placement. The date and result of each Central Registry check and out-of-state child abuse/neglect check (if applicable) must be documented on the MDHHS-5770 and the DHS-3130A.

A relative caregiver or adult household member identified as a perpetrator on Central Registry is not disqualified from placement consideration. Children may be placed with the relative listed on Central Registry after director approval of the DHS-3130A **and** the expunction of the caregiver/adult household member's Central Registry history.

Caseworkers must include the following supporting information in the DHS-3130A:

- Reason for substantiation.
- Length of time since the substantiation.
- Services that were provided to rectify the problem(s).
- If services were provided, assess whether the individual completed and benefited from the services.
- Describe the circumstances that have changed since the substantiation.
- Address any risk factors that may impact the safety of the child and describe what protective interventions are currently in place.

Parent(s) Residing in Relative Home

When a parent on Central Registry resides or will reside in the relative home a recommendation may be made to approve placement. Approval from the county director, designated child welfare director, or private agency child welfare director is required to approve the MDHHS-5770 and the DHS-3130A.

A safety plan must be developed with the relative to identify and address any safety concerns. Safety plans must be documented on the MDHHS-5770 and the DHS-3130A.

Criminal History

All relative caregivers and adult household members must have a state criminal history background check completed prior to placement. All criminal history information must be verified. Verification is accomplished by corroborating the information obtained from the state criminal history background check with credible sources, including [Internet Criminal History Access Tool \(ICHAT\)](#), [Michigan Public Sex Offender Registry \(MPSOR\)](#), the [U.S. Department of Justice National Sex Offender Public Website \(NSOPW\)](#), and police or court records/personnel. The date and results of all criminal history background checks must be documented on the MDHHS-5770 and the DHS-3130A. Documentation guidelines are outlined in [SRM 700, Law Enforcement Information Network \(LEIN\)](#).

Prohibited Felony Convictions

Placement is prohibited if anyone residing in the home has a **felony** conviction for one of the following crimes:

- Child abuse/neglect.
- Spousal abuse.
- Crime against children (including pornography).
- Crime involving violence, including rape, sexual assault, or homicide but not including other physical assault or battery.
- Physical assault, battery, or drug related felony offense within the last five years.

Good Moral Character Convictions

A caregiver or an adult household member with a conviction listed in the [CWL Pub 673, Good Moral Character](#), excluding the prohibited felony convictions listed above, is not disqualified from placement consideration.

If a caregiver or an adult household member has been convicted of a good moral character offense, a review and assessment of the conviction(s) must be completed prior to placement. The assessment is completed on the MDHHS-5770 and the DHS-3130A and includes the following information:

- The explanation for the conviction and length of time since the offense.
- Any services provided to rectify the problem.
- If services were provided, whether the individual completed and benefitted from the service.
- Any risk factors that may impact the safety of the child and describe the protective interventions that are needed or currently in place.

If placement occurs, the assessment of the conviction(s) must support the basis for the placement and describe how the child is safe in the relative's home. Director approval is required when a placement is made with a prospective caregiver who has a good moral character conviction; see *Relative Placement Safety Screen* or *Relative Placement Home Study* in this policy for details.

Director approval is required when completing an annual assessment with a caregiver who has a good moral character conviction; see *Relative Placement Home Study* in this policy item.

Registered Sex Offender

All caregivers and adult household members must have their name **and** address searched on the Michigan Public Sex Offender Registry prior to placement.

Placement is prohibited if an adult residing in the home has been adjudicated or convicted of a sexual offense **and** is required to register as a sex offender.

If a minor household member has been adjudicated or convicted of a sexual offense **and** is required to register as a sex offender, a review and assessment of the conviction(s) must be completed prior to placement. The assessment is completed on the DHS-3130A and includes the following information:

- The explanation for the conviction and length of time since the offense.
- Any treatment provided to address the offense and whether the youth completed and benefitted from the treatment.

- Any risk factors that may impact the safety of the child and describe the protective interventions that are needed or currently in place and the caregiver's ability to provide protective interventions.

If placement occurs, the assessment of the conviction(s) must support the basis for the placement and describe how the child is safe in the relative's home. Director approval is required when a placement is made into a home with a minor household member who has been adjudicated or convicted of a sexual offense and is required to register as a sex offender.

Out-of-State Child Abuse Neglect Registry and Criminal History Background Checks

Any caregiver or adult household member who has resided outside of the State of Michigan's jurisdiction, for example, another state, country, territory, or tribal jurisdiction, within the last five years must have a child abuse/neglect registry check and a criminal history background check from all previous places of residence during those five years.

Out-of-state clearances must be requested no later than 72-hours after an emergency placement and prior to a planned placement. The out-of-state requests and responses must be documented on the MDHHS-5770 and DHS-3130A and any correspondence received pertaining to the request must be uploaded in MiSACWIS.

Note: Results received after the approval of the MDHHS-5770 must be documented in an addendum on the MDHHS-5770 or the DHS-3130A.

The Michigan Department of Licensing and Regulatory Affairs has created a guide, *How to Obtain Clearances from Other States* that may be used to assist in obtaining clearances from other states.

Responsibility for Completion

Initial placements occurring after hours: CPS caseworkers must request CPS history, Central Registry history, and criminal history background checks through their local county resources or contact

centralized intake at 855-444-3911 and request completion of a CPS history, Central Registry, and criminal history background check for all members of the household.

Initial placements occurring during normal business hours and subsequent placements for cases supervised by MDHHS:

Local offices are responsible for CPS history, Central Registry history, and criminal history background checks.

Subsequent placements for cases supervised by a private child placing agency:

Private child placing agency (PAFC) caseworkers must request CPS history, Central Registry history, and criminal history background checks for all caregivers and household members from the MDHHS monitoring caseworker. Requests must be made immediately for emergency placements and at least 14 calendar days before the Safety Screen/Home Study due date for planned placements. PAFC caseworkers must check ICHAT, MPSOR, and NSOPW and evaluate the information that is available to them prior to making an emergency placement. The MDHHS monitoring caseworker must share all verified criminal history, CPS investigation history, and Central Registry history with the private child placing agency caseworker; see [FOM 914, Placement Resources: MDHHS Responsibilities](#).

Expiration Date

If the date of placement is more than 30 calendar days after the date the clearances were completed, then new clearances must be completed.

Documentation

Clearances are documented within the applicable MDHHS-5770 or DHS-3130A. Michigan Public Sex Offender Registry (MPSOR), I-CHAT, and Central Registry verification documents must be uploaded to the corresponding *Home Evaluation* hyperlink under *Provider Summary* in the electronic case management record.

Note: Memos and emails do not serve as MPSOR, I-CHAT, and Central Registry verification.

**UNLICENSED
PLACEMENT
LIMITATIONS AND
EXCEPTION
REQUESTS**

For information on unlicensed placement limitations and exception requests, see [FOM 722-03E Placement Exception Requests and Approvals](#).

**RELATIVE
PLACEMENT
SAFETY SCREEN**

The MDHHS-5770 Relative Placement Safety Screen, is used to examine basic qualifications of a prospective caregiver and to identify immediate safety concerns in the caregiver's home. The DHHS-5770 must be completed and approved prior to, but no more than 30 calendar days before a child's placement. All MDHHS-5770's must be completed in MiSACWIS. **All adult relatives who express an interest in placement must be screened using the MDHHS-5770.**

If a safety concern is identified but does not prohibit placement, then the caseworker must establish a safety plan with the relative. Safety plans must be documented on the MDHHS-5770.

**Responsibility for
Completion**

CPS is required to complete and approve the MDHHS-5770 for initial placements.

The supervising agency is required to complete and approve the MDHHS-5770 for subsequent placements.

All MDHHS-5770s must be completed and approved in MiSACWIS.

**Supervisor
Approval**

The MDHHS-5770 must be reviewed and approved by a supervisor **prior** to placing a child with an unlicensed relative.

Director Approval

Approval from the county director, designated child welfare director, or private child placing agency director is required prior to an emergency placement with:

- A caregiver who was confirmed as a perpetrator on a prior CPS investigation.
- A caregiver or adult household member who has a conviction of a good moral character offense.
- A caregiver who has a minor household member who has been adjudicated or convicted of a sexual offense **and** is required to register as a sex offender.
- A caregiver when a parent on Central Registry resides in the relative home.

Verbal Approval

Verbal approval may be obtained from a supervisor and, if applicable, the county director/designated child welfare director, or private child placing agency director, for emergency placements. Verbal approval must be documented in the MDHHS-5770.

Verbal approval is **not appropriate** for subsequent planned placements.

MISACWIS Approval

Emergency Placements

Supervisors are required to electronically approve the MDHHS-5770, no later than one business day following an emergency placement. CPS must not transfer the case to foster care before obtaining supervisor approval on the MDHHS-5770.

Planned Placements

For planned placements, supervisors must approve the MDHHS-5770 within five business days from the date the MDHHS-5770 is routed for review.

Distribution

A copy of the MDHHS-5770 must be given to the relative caregiver who is the subject of the safety screen.

Denied Placement Recommendation

Relatives who meet all the requirements on the MDHHS-5770 except for Central Registry are **not** disqualified from placement consideration. Placement may be made upon completion and approval of the DHS-3130A; see *Clearances* in this item.

If the placement recommendation on the MDHHS-5770 is denied, then a [DHS-31, Foster Care Placement Decision Notice](#), must be provided to the relative with a copy of the Safety Screen, **within five business days of the denial**; see *Foster Care Placement Decision Notice* in this item. Caseworkers must complete a social work contact in MiSACWIS documenting that the DHS-31, Foster Care Placement Decision Notice, and MDHHS-5770 were provided to the relative.

RELATIVE PLACEMENT HOME STUDY

The DHS-3130A, Relative Placement Home Study, is a comprehensive home assessment that considers multiple domains in a prospective caregiver's life. The DHS-3130A allows caseworkers to identify strengths and barriers that may impact a child's placement. The DHS-3130A must be completed within the timeframes described below:

- **For emergency placements**, within 30 calendar days of the child's placement in the relative home.
- **For planned placement changes**, prior to placement in the relative home, but within 30 calendar days of the written request.
- **For requests received when the child is placed with a relative**, within 90 calendar days of the written request; see *Multiple Relatives Interested in Placement* in this item.

Note: This extended timeframe is only to be used when there is not an immediate need for a placement change, e.g., when the child is in a stable placement with another relative.

Relative Placement Safety Screen Review and Validation

Caseworkers must begin the DHS-3130A by reviewing the MDHHS-5770. This review consists of validating all clearances completed on all caregivers and household members and evaluating and resolving any identified concerns.

The results of the MDHHS-5770 review must be documented on the DHS-3130A.

Responsibility for Completion

Placement decisions are the responsibility of the foster care program; therefore, the supervising agency is responsible for completing and approving the DHS-3130A. DHS-3130A's completed by an alternate unit within the supervising agency must be reviewed by the primary foster care caseworker and the foster care supervisor. The review must be documented in the social work contacts.

Obtaining Required Information

Caseworkers must attempt to obtain the required information for each segment of the home study by asking questions of the prospective caregiver(s) and other information sources. Caseworkers cannot rely solely on the caregiver's self-report. All members of the household, including children, must be interviewed. The caseworker's observations must be included as part of the final recommendation.

MISACWIS Documentation

The DHS-3130A must be completed in MiSACWIS and the date of each face-to-face contact must be documented in the social work contacts.

Completion Date

The date the home study was completed is listed on the first page of the DHS-310A as *Date Home Study Completed*. The completion date is the date the caseworker submits the DHS-3130A to the foster care supervisor for review in MiSACWIS.

**Supervisor
Approval**

A foster care supervisor is required to review and approve the DHS-3130A in MiSACWIS within 14 calendar days of the date the home study was completed.

Director Approval

Approval from the county director, designated child welfare director, or private child placing agency director is required when placing a child in a home when:

- A caregiver was confirmed as a perpetrator on a prior CPS investigation.
- A caregiver or adult household member has a conviction of a good moral character offense.
- A caregiver or an adult household member is listed as a perpetrator on Central Registry.
- A caregiver has a minor household member who has been adjudicated or convicted of a sexual offense **and** is required to register as a sex offender.
- A parent on Central Registry resides in the relative home.

Director approval must be obtained in MiSACWIS within 14 calendar days of the date the home study was completed.

**Denied Placement
Recommendation**

If the placement recommendation on the DHS-3130A is denied and the child is currently placed in the relative home, then the child is required to change placements, unless the court orders the placement against MDHHS' recommendation. If the child is required to change placements, the foster care caseworker **must** follow the placement change policy outlined in [FOM 722-03](#).

[Placement Selection and Standards](#) and the caregiver **must** be provided the [DHS-30, Foster Parent Notification of Move](#).

If the placement recommendation on the DHS-3130A is denied **before** the child is placed in the caregiver's home, then a DHS-31, Foster Care Placement Decision Notice, must be provided to the relative, with a copy of the DHS-3130A **within five business days of the denial**; see *Foster Care Placement Decision Notice* in this item. Caseworkers must complete a social work contact in MiSACWIS documenting that the DHS-31, Foster Care Placement Decision Notice, and DHS-3130A were provided to the relative.

Distribution and Redaction

A copy of the home study must be given to the court and to the relative caregivers who are the subject of the home study. Social Security numbers and other protected information must be redacted from all written reports; see [SRM 131, Confidentiality](#).

Annual Review

The DHS-3130A **including all clearances** must be completed and approved annually (within 365 days of the previous DHS-3130A completion date) for unlicensed caregivers. **An approved DHS-3130A is valid for one year from the completion date.**

Changes in an Approved Caregiver's Household

An approved DHS-3130A is valid for one year, a new DHS-3130A **is not required** when:

- A new child in foster care is placed in the caregiver's home during the year.
- A child in foster care is placed with the caregiver and subsequently changes placement (for example, returns home) but returns to the caregiver's home during the year.
- A new household member is added during the year.
- The caregiver moves to a new residence during the year.

For these situations, caseworkers must reassess the placement using the MDHHS-5770. The MDHHS-5770 must be reviewed and approved prior to placement of a new foster child in the home, when a child returns to this home after another placement, or when a new household member is added. If the caregiver moves to a new residence during the year the MDHHS-5770 must be completed as soon as possible within 30 calendar days of the move to ensure safety criteria continue to be met.

Exception: When a child enters one of the temporary break situations listed below and returns to the caregiver's home within 30 calendar days, then completion of a DHS-3130A or MDHHS-5770 is **not** required; see [FOM 722-03D, Placement Change](#).

- Absent without legal permission (AWOLP).
- Detention.
- Jail.
- Medical hospitalization.
- Psychiatric hospitalization.

DOCUMENTS TO BE PROVIDED

Upon Placement

Any time placement is made with an unlicensed caregiver, the caregiver must receive the following documents at or before the time of placement:

- [DHS-Pub-114, Relative Caregiving: What You Need to Know](#).
 - Caseworkers must document that the publication was given to the caregiver in the social work contacts in MiSACWIS.
- [DHS-3307, Placement Outline and Information Record](#).
- Medical Information.
 - DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment Card.
 - DHS-Pub-268, Guidelines for Foster Parents and Relatives Caregivers for Health Care and Behavioral/Mental Health Services.
 - Medicaid card.

- Medicaid Health Plan member card, if applicable.
- Medical Passport.
- Education Information.
 - All of the child's available student records, such as, report cards or Individualized Education Plans (IEPs); see [FOM 723, Educational Services](#), for exceptions to the SOP.

Upon Placement Change

For documents that must be completed and/or provided upon a placement change; see [FOM 722-03D, Placement Change](#).

Upon Placement Decision or Denial

The supervising agency must make a placement decision and document the reason for the decision within 90 calendar days of the child's removal from their home. MCL 722.954a.

If the supervising agency places a child with a relative and **approves** the placement on the DHS-3130A during the first 90-days a child is in care, then this is the placement decision that must be recorded on the [DHS-31, Foster Care Placement Decision Notice](#); see [FOM 722-03, Placement Selection and Standards](#).

Additionally, **anytime** a relative is denied for placement on the MDHHS-5770 or the DHS-3130A, a DHS-31, Foster Care Placement Decision Notice, is required to be provided to the relative caregiver, with a copy of the denied MDHHS-5770 or DHS-3130A, within five business days of the denial. Caseworkers must complete a social work contact in MiSACWIS documenting that the DHS-31, Foster Care Placement Decision Notice, and MDHHS-5770/DHS-3130A were provided to the relative.

A copy of the DHS-31, Foster Care Placement Decision Notice, must be sent to:

- The child's attorney, guardian, and/or guardian ad litem.
- The prosecutor.
- All legal parents.
- The attorney(s) for the child's parents.
- Court Appointed Special Advocate (CASA).

- Tribal representative.
- The child, if developmentally/age appropriate.

Note: If there is a safety concern, the child's current placement address may be redacted.

RELATIVE LICENSURE

For information on relative licensure, see [FOM 923, Relative Licensing](#).

American Indian/ Alaskan Native Children

For caregivers of American Indian/Alaskan Native children as defined by the Indian Child Welfare Act, foster home licensing is optional; see [NAA 200, Identification of an Indian Child](#) and [NAA 215, Placement Priorities for Indian Children](#).

COURT ORDERED PLACEMENTS

Against MDHHS Recommendation

If the court orders placement with an unlicensed caregiver against MDHHS' recommendation all of the following must be completed:

- MDHHS-5770, Relative Placement Safety Screen.
- DHS 3130A, Relative Placement Home Study.

All standards of promptness identified in this item must be followed.

FAMILY INCENTIVE GRANT

Policy on the Family Incentive Grant (FIG), a grant for home improvement purchases or services required to meet DCWL licensing standards or to maintain placement, can be found in [FOM 980, Family Incentive Grant](#).

LEGAL AUTHORITY**Federal Law**

Social Security Act, 42 USC 671(a)(19)

Social Security Act, 42 USC 671(a)(20)(A)

Social Security Act, 42 USC 671(a)(29)

State Laws

Probate Code, 1939 PA 288, as amended, MCL 712A.13a

Probate Code, 1939 PA 288, as amended, 712A.13b

Foster Care and Adoption Services Act, 1994 PA 203, as amended, MCL 722.954a

POLICY CONTACT

Questions about this policy item may be directed to the [Child Welfare Policy Mailbox](#).